

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: EPA01510299  
POSITION NO: 243293  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/15/15  
CLOSING DATE: 06/26/15

DEPARTMENT NAME / WORKSITE: ENVIRONMENTAL TECHNICIAN  
NAVAJO ENVIRONMENTAL PROTECTION AGENCY ADMINISTRATION/WINDOW ROCK, AZ

WORK DAYS:	<u>MONDAY TO FRIDAY</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB57A</u>
WORK HOURS:	<u>8 am to 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 22,131.20</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 10.64</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Executive Director of the Navajo Nation Environmental Protection Agency (NNEPA) Administration to assist the Office of Environmental Review in expediting environmental reviews from project proponents (federal Agencies, private companies, Navajo Nation Council, President of the Navajo Nation, Navajo Nation government entities, state, county, city, etc.) of various projects from homesite lease, businesses, and transportation. Attends training, meetings, and conferences. Trains in safety (40 hour HAZWOPER, confined space, fall training, database development, etc.). Prepares maps using geographic information systems software. Occasionally, the applicant will operate a video conferencing related machines, related soil sampling, related water sampling and/or vegetation sampling equipment.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year experience work experience in an environmental program, environmental/occupational health or related program conducting sampling, testing, analysis or a closely related work.

**Preferred Qualifications:**

- College coursework in Math, Statistics, Physical Sciences, Natural Science or closely related field.
- 40 Hour or 24 Hour HAZWOPER (OSHA 1910.120) training.
- Six (6) months experience using GIS equipment.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation and federal laws, regulations, policies, procedures, and directives applicable to the NNEPA; skill in evaluating and assessing various environmental test results to determine environmental compliance; skill in operating personal computer using a variety of software including word-processing, spreadsheet, database and Geographic Information System; skill in technical writing, record keeping and data management; skill in using environmental monitoring instruments and GPS; skill in ability to establish and maintain effective and cooperative working relationships with other Navajo Nation departments, vendors, consultants, various Navajo Nation/state/federal officials, interested parties, and general public; and ability to communicate effectively.

Work requires the ability to work in and out of doors in varying weather conditions at all times of the year. Walking long distances, carrying heavy bulky equipment and other items, climbing ladders or into trenches may be required. There may be the risk of potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**